



# CITY OF CARLSBAD

INVITES YOU  
TO APPLY FOR

## ADMINISTRATIVE SECRETARY

MONTHLY SALARY RANGE:

**\$3,416—\$4,152**

**COMPLETED APPLICATION  
REQUIRED  
FOR TEST ENTRANCE  
ONLY ONE APPLICATION NEEDED**

**TEST DATE:  
SATURDAY, September 29, 2007**



Interested parties will report with completed application to the Carlsbad Faraday Center, 1635 Faraday Ave, Carlsbad, CA 92008.

**Applications will only be accepted on the test date.**

## THE POSITION

There are vacancies forecasted in several departments throughout the City. The position will provide executive secretarial support for Department Directors and/or Department Managers.



## THE IDEAL CANDIDATE

The ideal candidate will possess excellent interpersonal and secretarial skills including:

- Exceptional organization skills required to coordinate a variety of tasks and responsibilities;
- Ability to manage work load and complete assignments accurately under deadline pressures;
- Ability to perform complex and routine tasks with attention to detail;
- Ability to work independently and exercise good judgment;
- Ability to interact with a wide variety of people using tact and diplomacy;
- Dedication to work, including being available to work off hours as necessary to complete assignments in a timely manner;
- A self starter who can take initiative;
- A thorough working knowledge of Microsoft Word and Excel;
- Knowledge of Microsoft PowerPoint and MS Access.

## EXAMPLES OF DUTIES

The incumbent provides direct secretarial support and may also:

- Schedule and arrange meetings and events, make travel arrangements
- Answer phones and route calls and make referrals
- Handle confidential and sensitive information;
- Process agreements, amendments and extensions, type, edit and prepare materials in appropriate formats
- Establish and maintain a variety of files,
- Prepare correspondence and compile reports from a variety of sources
- Work with vendors and other departments
- Monitor department budget, process payroll/personnel materials
- Direct the work of other departmental clerical staff



## QUALIFICATIONS

**Knowledge of:** Standard secretarial and general office practices, methods and techniques including office equipment operation; proper English usage, grammar, punctuation and spelling; standard record-keeping systems and procedures; preparation of complicated documents requiring specialized typing.

**Skill in:** Operation of a variety of office equipment, including a typing speed of 60 wpm at a net corrected speed.

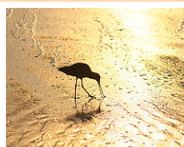


### EXPERIENCE AND EDUCATION:

Any combination of experience and education that could likely provide the required knowledge and skills are qualifying. A typical background would include:

Completion of the twelfth grade, including or supplemented by specialized secretarial or business training.

Four years of increasingly responsible journey level clerical and secretarial experience.



### Application & Test Process

Application materials are required for admission to the test and may be obtained from:

**City of Carlsbad  
Human Resources  
1635 Faraday Avenue  
Carlsbad, CA 92008**

Phone (760) 602-2440

Fax (760) 602-8554

Job Line (760) 602-2480

[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)

### Test Date: Saturday, September 29, 2007

Sign In -7:30 am    Test 8:00 am  
or

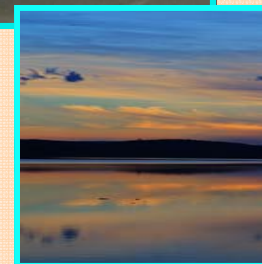
Sign In -10:30 am    Test 11:00 am

Test is approximately 2 ½ hours long. Late attendees will not be admitted.

It is important that your application show all relevant education, training, experience, knowledge, abilities and skills you possess that qualify you for the position. Applications may be rejected if incomplete. All application materials will be reviewed. In conjunction with test scores. Those deemed most highly qualified will be asked to participate in the selection process. The selection process may consist of a performance, written and/or oral exams. Those candidates who successfully complete the selection process will be placed on an eligibility list for one year. Reference checks will be conducted on final candidates. The provisions of this bulletin do not constitute an express or implied contract. Any of the provisions in this bulletin may be modified or revoked without notice.

### City Mission Statement

**Our mission is to provide top-quality services to our citizens and customers in a manner that enhances the quality of life for all who live, work, and play in Carlsbad.**



*San Diego Society For Human Resource Management*

**Workplace Excellence**

